



INSTITUTION OF ENGINEERS RWANDA

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Email: info@engineersrwanda.rw; website: <http://www.engineersrwanda.rw>

APPLICATION REQUIREMENTS FOR CONSULTING FIRMS

All applications are processed through the Membership Digital Portal which can be accessed via this link <https://member.engineersrwanda.rw/home>

Below are the mandatory application requirements needed to be registered in the category indicated above:

1. RDB Registration Certificate
2. Managing/Technical Director's Practicing License
3. Resume/CV of the Managing/Technical Director
4. Company Profile that includes the Office Address
5. RSSB Certificate
6. RRA Tax Clearance Certificate
7. A scanned copy of a Bank pay slip of **non-refundable application fees** amounting to **Rwf 100,000** payable on Account No: **211-131222-1-5118-0** under the names of Institute of Engineers Rwanda in **GT Bank (Rwanda) Plc** (provide the Bank slip as an attachment through the Membership Portal) or through **MoMo pay *182*8*1*003884#**

Note:

After being admitted as a Consulting Firm with the Institution of Engineers Rwanda, the Firm is required to pay an annual membership fee of **Rwf 500,000** once registered as a Local Company, and **USD 500** once registered as a Foreign Company. The fees shall be paid to IER bank account or Momo code indicated above; a Membership Certificate is provided thereafter.

Done at Kigali, 12th December, 2023



Steven SABITI
Executive Secretary/Chief Executive Officer
Institution of Engineers Rwanda